State of Tennessee
Budget Development Worksheet System

Instructions

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1. Introduction

The Budget Development Worksheets are a series of automated Microsoft Excel spreadsheets within a single file, linked together.

The worksheets function as a **program for developing costs** for both Capital Outlay and Capital Maintenance projects.

2. GENERAL INSTRUCTIONS

a. Purpose

The Budget Development Worksheets support Agency Representatives and Real Property Administration (RPA) Project Manager staff. The worksheets provide a consistent means of **computing** and **presenting** estimated project cost information.

b. Capital Budget:

The Budget Development worksheets are to be used for all Capital Budget Requests. Attach a copy of the Budget Development Worksheet Package to each hard copy DB-70 Form submitted to F&A Budget. Though the primary use is for the annual capital budget process, the worksheets can be used for pre-design estimating on any construction or maintenance project.

c. Worksheet Selection:

The Excel file contains seven interconnected worksheets. Though seven worksheets are available, only those pertaining to a project need be utilized, which is normally 2 or 3 for Capital Maintenance projects, or 5 for Capital Outlay projects.

3. MICROSOFT EXCEL:

This Budget Development program was developed in Microsoft Excel 2000. Because of special functions, the program will not operate properly on earlier versions of Excel. Upgrading to Excel 2000 or XP may be required.

4. GETTING STARTED:

a. Copy the excel file to your computer.

Then, Start Excel. Open the Excel file and save it with a new name that suggests the project on which you are working. Or, save it as a template.

(See the HINTS on page 8)

b. Disable Macros.

Always select “Disable Macros” when the worksheet opens.

c. Enter Department and Project Information.

On the Summary Sheet (first page top) enter Department and Project data in the blank (white) fields. All other worksheets will import this information.

d. Select Capital Maintenance or Capital Outlay.

Next, select the Capital Maintenance worksheet or the Capital Outlay worksheet and begin entering your project cost information.

5. DB-70 Form:

Attach a copy of the Budget Development Worksheets to each hard copy DB-70 Form submitted to F&A Budget. The Worksheets do NOT provide a DB-70 Form. However, the worksheets organize data and compute the costs you will enter into your DB-70 Form.

6. SELF GUIDING:

The worksheets are self-guiding for the most part.

For help on **general questions** regarding the intent and use of Budget Development Worksheets for projects, contact your RPA Project Manager.

For help with **technical issues** and problems with specific **fields** or **functions** on the worksheets, contact RPA. *(Howard Symons 615-741-6146)*

For help with Budget Package Submission, contact George Brummett, F&A Office of Budget.

7. The Worksheets:

A brief description of the seven worksheets:

(1) Summary Sheet: This sheet provides a summary of **project costs** automatically compiled from the other worksheets. Use the data displayed on this Summary Sheet to enter information into your DB-70 form.

(2) Capital Maintenance Sheet: This sheet is designed to be used for **capital maintenance and upgrade** projects. It allows for line-item listing of multiple project components.

(3) Capital Outlay Sheet: This sheet is designed to calculate a budget estimate for **new construction** (or major renovation**,** or any construction) projects. It permits alternate methods for computing a project's size and budget, and also exports selected data to other worksheets.

(4) Site Details Worksheet: This sheet is designed to specify site issues and estimate site development costs.

(5) Movable Equipment Sheet: This sheet permits both an **itemized** list method as well as a **percentage** method for estimating a budget for a project's movable equipment.

(6) Furniture Worksheet: This worksheet provides various methods to select or itemize furnishings for a project. Options include landscape workstations, office furniture, reception and conference room furniture, as well as training room and special furnishings.
(Furniture is normally a component of movable equipment costs in a project. The DB-70 includes (combines) furniture with equipment. However, using this separate furniture worksheet calls attention to furniture costs that otherwise might be omitted from a budget estimate.)

(7) Telecommunication Sheet: This sheet computes certain telecom costs, as well as provides for budgeting voice systems and audiovisual equipment.

8. HOW IT WORKS

a. **ENTERING DATA**: Each Excel worksheet contains protected fields (i.e., cells), which prevent user access. These areas have a light gray background color. **Enter data only in the unshaded fields**. When data is properly entered, built-in formulas automatically compute project cost totals.

b. **POP-UP INSTRUCTIONS:** Each data entry field has a **"pop-up**" message that displays specific instructions for the field. Messages normally display at your Microsoft *Assistant.* "Hide" the *Assistant* and instructions or messages will display at worksheet fields.

c. **DROP-DOWN LISTS**: Many data entry fields are provided with "**drop-down**" lists from which selection is made. Access a drop-down list by "clicking" on the arrow located to the right of the empty field. Typically, entry data is restricted to listed selections, and a field will not accept alternate data.

d. **ERROR NOTICE:** As data is entered, an "error" notice may appear in an adjacent field or cell. The "error" normally indicates that a data-dependant field has been left blank or information incorrectly entered. The "error" notice means the formula is merely looking for information.

Another message you may see is *"Check adjacent data fields."* This is actually a hint, advising you to fill in other fields with needed data. In most cases the "error" involves fields that are in the same line or row.

Clear an "error" notice either by entering data in an appropriate field, or by canceling (deleting) an incorrect data entry.

e. **ESTIMATE PROVIDER:** A column on each worksheet has fields for identifying the "estimate provider" for any particular line item.

From the dropdown list in the Cell, select the appropriate "source" for the project data or cost estimate. All worksheets are designed to identify the sources for providing your project information, construction costs, or equipment costs.

The Estimate Provider field must be filled in on any line where data is entered, or an ***error*** notice will display.

f. **BACKUP ATTACHED:** The far right column on several worksheets has fields for indicating if backup information is attached with your submission.

Backup information includes cost estimates provided by sources, scope of work estimates, and other information to substantiate your line-item entries.

9. USING “Other Facility Type”

The “Other Facility Type” method uses a separate table to develop project costs. This table occupies the lower portion of the Capital Outlay Worksheet. Use this format in developing costs for buildings with multiple use types, such as offices with a warehouse component, or an administrative building with labs.

See the example.

Item	OTHER FACILITY TYPE Description	Unit Cost Basis	Unit Area Basis (Net)	Number Units	Required Net SqFt	Component Summary Cost	ESTIMATE PROVIDER
a	Main Level,	$115	14,000	1	14,000	$ 2,173,500	Architect / Engineer
b	Lower Level	$85	14,000	1	14,000	$ 1,606,500	Architect / Engineer
c							
d							
e							
f							
g							
h							
	Convert "Net" to "Gross" Area			**Y**	28,000	*total Net amount*	
	"Other Facility Type" Subtotals				**37,800**	**$ 3,780,000**	*values based on Gross*

Also use this “Other” table when costs are estimated using other values, such as number of beds, or number of rooms.

See the example.

Item	OTHER FACILITY TYPE Description	Unit Cost Basis	Unit Area Basis (Net)	Number Units	Required Net SqFt	Component Summary Cost	ESTIMATE PROVIDER
a	Maximum Security Beds	$ 50,000		700		$ 35,000,000	Dept. Consultant
b	Medium Security Beds	$ 30,000		300		$ 9,000,000	Dept. Consultant
c	Minimum Security Beds	$ 20,000		200		$ 4,000,000	Dept. Consultant
d	Reception Building	$ 180	2,500	1	2,500	$ 450,000	Dept. Consultant
e	Dining Building	$ 175	4,000	1	4,000	$ 700,000	Dept. Consultant
f	Admin Building	$ 150	2,800	1	2,800	$ 420,000	Dept. Consultant
g							
h							
	Convert "Net" to "Gross" Area						
	"Other Facility Type" Subtotals				**87,800**	**$ 49,570,000**	*gross value from above*

Budget estimates can be developed using specialized criteria that are known by, or available to, the submitting department such as prison data in the example above.

The Worksheet Subtotal represents the sum of net square feet and costs entered into the “Other” table. Square Feet can be entered in the “Estimated Building Square Feet” field near the top of the worksheet (as demonstrated in the example above).

10. SUMMARY SHEET DETAILS

a. Summary Of Data

The first worksheet is both a project summary sheet and cover sheet for the Budget Development Worksheets. This sheet displays data from all other supporting worksheets. The data (amounts & information) can be used to complete a DB-70.

The budget summary for all worksheets used for a project will be displayed either as a Capital Maintenance project or Capital Outlay project. A total of worksheets field automatically displays a sum of budget data compiled from all supporting worksheets for a project.

NOTE: No fees or other soft costs are included; therefore, this amount is not a total project budget amount and will differ from the amount generated by the DB-70.

b. Confidence Factor:

A confidence factor is automatically derived from the Data Providers and Estimate Providers selected on each worksheet. This confidence factor is a numeric indicator associated with information accuracy.

The confidence factor serves as a general indicator of the reliability of the information you have provided. This factor is not used to qualify or disqualify any project, nor to rate a project's priority with other projects. The intent of the confidence factor is to call attention to components of any project that may require more information or further analysis.

c. Bullet List:

A bullet list display automatically indicates which worksheets are included in your package. Also a special "Note" may display, being triggered from the Site Details worksheet. This "Note" alerts reviewers of site issues that may impact project costs.

11. EXCEL HINTS

These processes save you steps, and work well.
Give them a test. If you can't figure something out, get a secretary to help you.

a. Creating An Excel Template

Microsoft Word has "templates" for letters or memos. Excel offers the same function.

1. Open the Budget Development file, select "**Save As**" and . . .
2. In the bottom window of the "**Save As**" menu, scroll down and **select** the "**Template**" or **".xlt"** file type.

   This transforms your Workbook into a template. Every time you load the worksheet from template, it will be a "clean" and "blank" worksheet.
3. To start a new Budget Development Worksheet, open Excel, click **File**/**New** from the menu and **select** the Budget Development file.
4. When you save your new worksheet, the "**Save As**" window opens automatically.
5. Save the worksheet file with whatever name you choose, and send it to the specific **file folder** you have created for your project(s).
6. To simply use **Save** rather that **Save As**, Excel adds a 1 or 2 after the original file name. (Could get very confusing.)

b. Printing Only The Worksheets You Want

There is no sense printing 7 pages of Budget Development Worksheets each time. You can **Print** selected Excel sheets.

1. When you want to print your worksheets, **Press Ctrl** and then **(mouse) click** on the sheet tabs you want (bottom of your worksheet screen).
2. Excel prints each **selected** sheet on a separate page. You won't have to print the entire Excel workbook each time.

c. A Pop-Up Calculator

When working with Excel you may need a calculator tool. You can place a calculator button in the Excel toolbar to execute a **Calculator**. You can then **Copy** and **Paste** any Calculator results right into an Excel Worksheet cell.

1. Open Excel and choose **View/Toolbars/Customize.** When the Customize dialog box opens, click the **Commands** tab.
2. Under "Categories" **click** on **Tools.** Scroll down through the "Commands" list and locate the calculator icon labeled **Custom**.
3. **Drag** the icon up to your Excel toolbar to a convenient place. Simply click the new icon to open a "floating" calculator.
4. The Calculator is open when "*Calculator"* is displayed in your **Windows taskbar** along the bottom of your screen. Simply **Click** there to bring it up on your screen for use.